

## Attachment A - Letter of Intent

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If you intend to submit an application for a Team Nutrition Training Grant, please complete the section below and return this form by **March 11, 2005**. This intent does not obligate a State agency in any way, but will provide useful information to us as we prepare for the review and selection process. The intent may be e-mailed or faxed. Thank you for your assistance. Please submit your Letter of Intent to:

Yibo Wood, PhD, Nutritionist  
Child Nutrition Division  
Food and Nutrition Services, USDA  
3101 Park Center Drive, Room 630  
Alexandria, VA 22302  
Fax 703-305- 2879  
[Yibo.Wood@fns.usda.gov](mailto:Yibo.Wood@fns.usda.gov)

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### 2005 Team Nutrition Training Grant Intent to Submit an Application

Applicant (State agency name and address):

Telephone \_\_\_\_\_ e-mail \_\_\_\_\_

Contact Person \_\_\_\_\_ title \_\_\_\_\_

Check one:

☐ Individual State agency application

☐ Coalition within a State agency (list State agencies)

☐ Coalition of State agencies (list States included in the coalition)

***Attachment B – Terms and Conditions of Award***

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This grant will be awarded and administered in accordance with the following regulations and the corresponding cost circular that establishes the principles for cost determination found at OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments, Circular A-21, Cost Principles for Educational Institutions, and OMB Circular A-122, Cost Principles for Non-Profit Organizations.

- a. 7 CFR Part 210: “National School Lunch Program” and Part 226: “Child and Adult Care Food Program
- b. 7 CFR Part 3015: “Uniform Federal Assistance Regulations”
- c. 7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments other than Entitlement Programs (Reference OMB Circular A-102 Common Rule)
- d. 7 CFR Part 3017: “Government-wide Debarment and Suspension (Non-Procurement)”
- e. 7 CFR Part 3018: “New Restrictions on Lobbying”
- f. 7 CFR Part 3019: “Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organization”.
- g. 7 CFR Part 3021: “Government-wide Requirements for Drug-free Workplace (Financial Assistance)”
- h. 7 CFR Part 3052: “Audits of States, Local Governments, and Non-Profit Organizations”

**Copies of these documents are available from the Grants Officer, Suzanne Pastura, upon request.**

## ***Attachment C – Guidance for Interpreting “Cost Principles of Mini-Grants”***

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### ***Use of Team Nutrition Training Grant Funds for Mini-Grants***

State agencies that award Team Nutrition (TN) Training Grants in the form of mini-grants to local school districts and/or schools are expected to:

- ? Provide oversight to these mini-grant recipients to ensure that expenditures authorized under the mini-grants are allowable, allocable and reasonable.
- ? Ensure that all expenditures are consistent with all local, State, and Federal policies, regulations and procedures.
- ? Ensure that the expenditure does not exceed that which would be incurred by a prudent person under similar circumstances and would qualify as a sound business practice.
- ? Ensure that *schools* that receive mini-grants are enrolled as TN Schools.
- ? Ensure that Team Nutrition mini-grant funds support one or more of the Team Nutrition strategies and deliver Team Nutrition messages of healthy eating and be physically active. Team Nutrition strategies and nutrition messages must be part of the objectives and work plan of the mini-grant recipient.

The TN three behavior-oriented strategies include:

- ✍ Provide ***training and technical assistance*** to child nutrition foodservice professionals to enable them to prepare and serve nutritious meals that appeal to students and meet the recommendations of the Dietary Guidelines for Americans.
  - ✍ Promote ***nutrition curriculum and education*** in schools through multiple communication channels to reinforce positive nutrition messages and encourage students to make healthy food and physical activity choices as part of a healthy lifestyle.
  - ✍ Build ***school and community support*** for creating healthy school environments that are conducive to healthy eating and physical activity.
- ? Ensure that all activities and expenses specified in the mini-grants support and promote children’s participation in the school meal programs.

### ***Some general guidance for allowability of selected items of cost under the Cost Principles:***

#### **Food Cost**

Team Nutrition funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting a classroom taste test of specific fruits or vegetables, or demonstrating the making of simple, healthy snacks, is a reasonable request. The use of the food must be related to nutrition education activities specified under objectives of the mini-grant proposal or work plan. Team Nutrition funds should **not** be used to purchase a meal for anyone.

### **Food and Nutrition Equipment**

Team Nutrition funds may **not** be used to purchase foodservice operation equipment, such as salad bar equipment, refrigerators, food processors, etc. However, small mobile kitchen equipment to be used for classroom food preparation demonstration or hands on food experiences may be permissible **if** such activities are part of the integrated nutrition education lessons specified under objectives of the proposed mini-grants. Teachers' commitment to teach nutrition in the classroom and share the use of the purchased mobile kitchen equipment among other teachers within the same school building, if applicable, should be clearly indicated in the mini-grant proposal. A total expenditure of food and nutrition-related equipment purchases should not exceed 10% of the total mini-grant awarded.

### **Medical Equipment**

Team Nutrition funds may **not** be used to purchase medical equipment or health services related to health assessments such as obtaining clinical data on nutritional status, chronic disease or chronic disease risk assessment. Therefore, measurement of height, weight, skin fold thickness, blood pressure, cholesterol, and blood glucose and iron level are not allowable costs under the TN grant. Although the Body Mass Index (BMI) concept may still be part of the nutrition education component for the age-appropriate students, obtaining the height and weight status should come from the school nurses' office, students' health care provider or the individual student's knowledge.

### **Physical Activity**

Eating healthy and being physically active are desired behavior outcomes of TN. States are encouraged to coordinate with community, youth and recreational organizations and others whose primary mission is to make regular opportunities for physical activity accessible to students. Educational and program materials developed with TN funds to promote and reinforce physical activity for all target audiences must include messages that link nutrition and physical activity, such as "balance your day with food and play" (Eat Smart. Play Hard.? ). While it might be permissible to use mini-grant funds to purchase posters, pamphlets, audiovisuals, and small, consumable supplies such as a few classroom jump ropes or hoola hoops to help teachers promote life-long physical activity habits as part of a classroom nutrition education activity, Team Nutrition funds are **not** intended to purchase pedometers or award pins for everyone, or to subsidize the regular physical education program in the school. The costs associated with physical activities should not significantly detract from funds for promoting healthy eating.

Team Nutrition funds may **not** be used to purchase playground equipment, exercise or sports' equipment, sports lessons (swimming, skating, etc.) or to pay for the services of a for-profit physical fitness organization. Students should not be given the message that they must belong to a health club in order to be physically active. Schools are encouraged to look to other funding sources for physical activity such as forming partnerships with local non-profit organizations such as the YMCA, YWCA, Sierra Club and others in providing the kind of resources that might continue to supplement this type of activity when the Team Nutrition grant dollars are no longer available at the school.

### **Promotional/Incentive Items**

The purpose of the Team Nutrition Grants is to promote Team Nutrition messages, not Team Nutrition, itself. Any promotional item or incentive should promote one or more of the Team Nutrition messages or refer the target audience to a website that provides the Team Nutrition messages. Any cost

associated with such promotions or incentives must be reasonable in comparison to the mini-grant funding.

### **Staff Development and/or Substitute Pay**

If adequate funding is available and acceptable to the State agency, Team Nutrition funds may be used to hire a substitute for the teacher, school administrator, or school foodservice staff representative to attend training, participate in planning sessions or other avenues for staff development in nutrition education. For accounting purposes, a record of who attended the session, how long it lasted, and the purpose of the session is required.

### **Gardening**

It is recognized that some of the Team Nutrition materials promote activities related to gardening, and gardening is an excellent way to involve the entire school, parents and the community in a Team Nutrition activity. If the plans submitted by the mini-grant recipient(s) specify a gardening activity, Team Nutrition funds may be used to purchase a reasonable amount of supplies (e.g., seeds, potting soil and starter pots) for classroom gardening projects or even a few shovels and hoes for a school gardening project. Funds may **not** be used to purchase bulk soils such as topsoil, irrigation supplies, fencing or any type of large equipment such as a tiller or greenhouse.

Schools are encouraged to partner with local gardening supply sources for creating sustainability of the gardening project after the TN Training Grant period. Schools may also contact their local Cooperative Extension office to see if there is a Master Gardeners program that can assist you with the gardening project.

### **Summary**

There is limited funding to accomplish Team TN's important goal of improving children's lifelong eating and physical activity habits. State agencies will want to ensure that the best use of the limited funding is achieved. In approving mini-grant requests, a positive answer should always be sought to the following questions:

1. Is the cost applicable to my grant and the mini-grant's objectives?
2. Is the cost allowable according to program cost principles?
3. Is the cost reasonable?

**Attachment D – 2005 Team Nutrition Training Grant Application Cover Sheet**

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**2005 Team Nutrition Training Grant  
CFDA # 10.574**

**State(s):** \_\_\_\_\_

State Child Nutrition Director(s): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Grant Contact Person/Project Director: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Application must be received by FNS on or before, April 18, 2005, or delivered by hand to the FNS Park Office Center mailroom no later than 5:00 PM Eastern Daylight Time to:**

***Suzanne Pastura, Grants Officer  
Food and Nutrition Services, USDA  
Team Nutrition Training Grants  
3101 Park Center Drive, Room 738  
Alexandria VA 22302***

## ***Attachment E - Sample Team Nutrition Training Grant Proposal Format***

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A successful grant proposal is one that is thoroughly planned, well prepared, and concisely packaged. There are, generally, eight basic components in a solid proposal package:

1. Proposal summary
2. Need for projects (or needs assessment)
3. Proposal goals and objectives
4. Proposal methods or design
5. Grant impact assessment
6. Proposal budget narrative
7. Appendices

### **Proposal Summary:**

- ✍ The summary should be placed at the beginning of the proposal and should outline the project. It should be brief; no longer than two or three paragraphs.
- ✍ It is often helpful to prepare the summary after the proposal has been developed. This makes it easier to include all the key points necessary to communicate the objectives of the project.
- ✍ The summary becomes the foundation of the proposal. The first impression it gives will be critical to the success of the venture. This summary will be used on the TN website to describe a grant project.

### **Needs Assessment (Need for project):**

- ✍ It should be a clear, concise, well-supported statement of the problem to be overcome or the needs to be addressed by the grant.
- ✍ It should Zero-in on a specific problem to be solved or the training to be provided.
- ✍ The applicant should include data collected during a needs assessment that would illustrate the problems to be addressed and/or target audience and number of people to be trained.
- ✍ The application should use statistics to support the existence of the problem or issue.
- ✍ The application should set up the timeline for the delivery of the goals and objectives.

### **Project Goals and Objectives:**

- ✍ Project goals and objectives must be clearly stated.
- ✍ Goals are general and offer the reviewer an understanding of the thrust of your program.
- ✍ Objectives are specific, measurable outcomes. They should be realistic and attainable.
- ✍ Applicants must explain the expected results and benefits of each objective.

### **Project Methods or Design:**

- ✍ The project method outlines the rationale of tasks or activities that will be accomplished with the available resources to meet the proposal objectives.
- ✍ Describe in detail the activities that will take place in order to achieve desired objectives.

- ✍ Make sure your methods are realistic and cost-effective.
- ✍ If mini-grants are to be awarded to schools and/or childcare centers, the specific criteria for the funding must be stated, as well as how the State agency plans to provide oversight.
- ✍ It is helpful to structure the project method or design as a timeline, with tasks or activities laid-out in a schedule over the grant period, with persons responsible for each task. This will allow reviewers to consider what personnel, materials, and other resources will be needed to complete the tasks or activities.

### **Grant Impact Assessment:**

- ✍ Applicants should develop criteria to assess progress toward objectives and goals. It is important to define carefully and exactly how success will be determined.
- ✍ If there is a problem developing the evaluation process, take another look at the objectives.
- ✍ Be ready to begin evaluation as soon as project is started.

### **Management Plan:**

- ✍ The information must be relevant to the goals of the grant and should establish the applicant's credibility.
- ✍ **Required** --Identify project director and other key staff of the project. The identified key staff should include anyone that will have direct responsibility for the implementation of project activities.
- ✍ **Required** -Include resumes of project director and other key staff. Resumes must be no more than 2 pages per person. The project director and key staff's resume should include experiences and qualification that pertain to implementation of this grant project.
- ✍ It is highly recommended that the project director has background in nutrition, foodservice, and planning. If a project director has not yet been identified, a job description must be provided which describes duties, responsibilities and knowledge required for the position.
- ✍ **Required** - Include letters of commitment from the project director, key staff and their supervisors. A letter of commitment for at least 50% of time from the proposed project director (33% time commitment for a novice application) and a letter of commitment from his/her current supervisor are *required*. If the project director is a contracted employee, a letter of commitment from the State representative overseeing the contractor is required. Letters of commitment must include the percent of time commitment as well as an understanding of the duties for which the staff will be responsible.
- ✍ If coordination exists among partners, collaborators, and/or other State agencies, letters of agreement/support must be supplied with the application that provide evidence of coordination and clear understanding of relationships.

### **Project Budget Narrative:**

- ✍ A detailed, itemized budget is required along with supporting narrative and justification for each budget category.
- ✍ The budget justification must provide detailed summaries, which clearly itemize the costs associated with the respective line items. For example, for "travel," the applicant must list total costs of all travel paid for with TN Training Grant funds and itemize costs by the number of



individuals traveling, number of trips involved, lodging, per diem, mileage, etc. Another example would be when providing a breakdown of personnel charges, the applicant must identify personnel by title and name (if known), percentage of time allocated to the project, the individual annual salaries or a pro-rated amount. Please indicate if fringe benefits are to be treated as part of an approved indirect cost rate.

- ✍ The budget must demonstrate consistency with project activities and should be broken down by line item categories, such as personnel salaries and benefits, travel, equipment, supplies, contract costs, etc.
- ✍ The budget must also identify any salaries of staff as in-kind contribution.

**Appendices:**

- ✍ Resumes of project director and key staff, letters of commitment from the project director, key staff and their supervisors, and letter of agreement/support from partners, collaborators, and/or other State agencies, if applicable, must be included in the Appendices section.
- ✍ Please do not include information that are not specifically relevant or requested by this Request for Application.

***Attachment F -- Application for Federal Assistance Package***

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# **Application For Federal Assistance Packet**

**Complete and sign the following information that is included in this section:**

- Application and instructions for federal assistance (SF 424)
- Budget information and instruction (SF 424A)
- Assurances – non-construction programs (SF 424B)
- Disclosure of lobbying activities (SF LLL)

These federal forms are in an electronic version at [www.fns.usda.gov/tn/Grants/2005app.html](http://www.fns.usda.gov/tn/Grants/2005app.html)